

**GROUNDWATER SAMPLING PROGRAM REIMBURSABLE COSTS**

**REIMBURSABLE COSTS**

**CHARGES:** Items that allow cost reimbursement for Travel shall be billed to the Government at the Contractor's cost. Cost reimbursements are for the following items:

**ALLOWABLE COST ITEM(S):**

1. TRAVEL.
  - a. Airfare.
  - b. Per Diem
  - c. Rental Car
  - d. Personal Car Mileage
  - e. Airport Parking
  - f. Company Car (Daily rate)
  - g. Company Car (Per mile)
  - h. Rental Truck (Daily rate)

**INVOICED COSTS:** The costs shall not exceed the actual costs to the Contractor and shall be the lower of the costs of items 1 and 2, listed below:

1. The costs obtained in the normal course of business for the Contractors work.
2. The lowest cost reasonably available to the Contractor.

**INVOICES:** Each invoice shall contain an itemized listing of all allowable Travel on the Contractor's invoice. Each invoice will be submitted to the Contracting Officers Representative (COR).

**INVOICE FORMAT:** The invoice shall be itemized for each Allowable Cost billed to the Government. Invoices shall include a total cost billed for each month and a combined total of all billed for each item through the term of the contract.

**RECORDS:** The Contractor shall maintain detailed, complete, and accurate records to document compliance with this method of charging and shall maintain these records and keep them up to date. The records shall be turned over to the Government at the end of each performance period.

**INVOICE RECORDS:** Invoice Records shall contain the following:

1. Copies of receipts, tickets, bills and all other items necessary to establish an invoice.

2. Records of payments made and any other documentation obtained to establish the lowest cost reasonably available.